

GUIDELINES FOR COMMUNICATIONS DELIVERY FROM USOE

Over the last 15 years, the Utah State Office of Education and Utah Education Network have pioneered a variety of communications systems in our state. These systems primarily benefit the students, teachers, administrators and support staff of public and higher education schools throughout the state. These technologies come in a variety of formats and options, allowing "synchronous and asynchronous" communication to one, a few or many simultaneous classrooms or "sites" at over 400 different locations in Utah. Most of these technologies are quite user friendly and can be set up and used with a minimum of technical prowess. However, there is help available here at USOE to manage these various technologies.

Jerry Record— Media Production Specialist, EDNET Studio, 87642, will be happy to visit with you to explain, demonstrate, or assist with training in any of these technologies listed below. See the EDTech website for more information: <http://www.schools.utah.gov/edtech/>

Here is a brief list of available communication systems available in order of complexity. They are broken down into **Synchronous** (Same Time-Different Place), and **Asynchronous** (Different Time—Different or Same Place) technologies

Synchronous and Interactive—requires contact with receive sites several days before event. Content and process facilitators are often needed. Interactive implies just that...not a talking head, but presenter-participant engagement—high level expectations.

1. **Interactive Video Conferencing or EDNET/IVC**--Very high quality video conferencing. It requires facilitators at originate and receive sites, PowerPoint, Desktop Presenter (ELMO), Internet, CD, DVD, and Videotape, are all part of the presentation tools, Orientation on using equipment is necessary. Polycom and Tandberg are two types of IVC equipment here at USOE. Online support during conference allows large, multisite conferences or classes. IVC is used in Utah High Schools—EDNET. Boardroom and EDNET studio are typically *ORIGINATE* sites. Small conference rooms here at USOE can be *RECEIVE* sites.
2. **Ad hoc Video Conferencing**—referred to as a Polycom event, No online support is given and limited use of additional technologies, software, or facilitation. Multiconferencing capability (MCU) up to 40 sites through a "bridge." Excellent communication venue for setting up a meeting with little notice. You will need to assist Jerry in contacting your participants and to make sure equipment is available with a tech person to help "run" the equipment at the remote site. Telephones can also be incorporated into adhoc conferencing.
3. **WIMBA**—Desktop video conference from your office to many other computer desktops. Small, interactive groups (One-to-one or One-to-Many) work best. Simple, powerful tool to share ideas, collaborate with shared documents, and motion or still video with minimal effort or technical support. Internet and local support by Jerry Record and UEN.
4. **Telephone Multi-conferencing**--Allows more than two users to have a telephone conference. Desktop device using a microphone and push-to-talk speakers are available. Local support by Jerry Record and UEN.
5. **Telephone**—Still an old standby to get people together to discuss an idea.
6. **Virtual Private Network or VPN**--Allows you to access your computer from a remote location. Permission and passwords must be assigned. Contact Helpdesk for more information and permissions.

Asynchronous Communications—Time-shift your meetings, content, presentations to suit the needs of the viewers. The communication may be video, audio, text, or printed materials, etc. Interaction may be limited, depending on design and need.

1. **MP3 player**—A relatively new technology (podcasting) that allows your participants to use their I-Pod and Computer to download your presentation, talk or video. Special "hosting site" is needed—like I-Tunes or I-Tunes U. Easily accessible to I-Pod users. Similar to streaming video. PDF's can be distributed also.
2. **Internet Web Site**—Post materials on your website for the world to see. Text, PDF's, PowerPoint, Videos, and Spreadsheets. Use USOE, UEN, or myuen web hosting to post materials.
3. **DVDs**—Record your conference, workshop, presentation and send the DVD to your viewers, especially those that could not attend in person. Play in a DVD player or computer.
4. **CDs**—Copy your electronic documents (Word, Excel spreadsheets, PDF's, PowerPoint Presentations/Shows) to give to participants after your conference/workshop or mail to those who could not attend. Save a tree! Burn it on a CD!
5. **Streaming Video**—Similar to a DVD, but over the Internet. An Internet HTML "Link" to a video is emailed to participants, who watch and learn. Often used a "live" event, such as the USBOE rebroadcast within the building. It can also be archived for later use.
6. **Email**—Send an electronic message (text) or attachments (document) for participants to read, collaborate, or respond to.
7. **Mail**—"Snail Mail." Still an often effective and necessary way to communicate with participants. Be sure to proof properly. Letterhead carries "credibility."

RESOURCES FOR COMMUNICATIONS AND DISTANCE EDUCATION DELIVERY FROM USOE

Jerry Record	Media Production Specialist	538-7642
Kathy Webb	EDTech Coordinator, UIMC, Electronic High School Principal	538-7736
Rick Gaisford	Educational Technology Specialist	538-7798
Doug Jones	Online Resources and Professional Development Specialist	538-7718
George Miller	Distance Learning Training Specialist K-12	538-7790
Bonnie Smith	Secretary, Education Technology Section	538-7747

EDTech Web Site:
UEN Distance Learning Support, Scheduling, and Contacts:
WIMBA:

<http://www.schools.utah.gov/edtech/>
http://www.uen.org/distance_ed/
<http://208.185.34.169>

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